DOCUMENT RESUME

ED 153 700 PS 009 488

TITLE FRAC's Guide to the Child Care Food Program.
INSTITUTION Food Research and Action Center, New York, N.Y.
NOTE 23p.
AVAILABLE FROM FRAC, 2011 Eye Street, N. W., Washington, D.C. 20006 ($0.75)

EDRS PRICE MF-$0.83 HC-$1.67 Plus Postage.
DESCRIPTORS *Child Care Centers; *Day Care Services; Family Day Care; *Federal Aid; *Federal Programs; *Food Standards; Guides; *Nutrition; Preschool Children
IDENTIFIERS *Child Care Food Program

ABSTRACT

This guide presents information on the Child Care Food Program (CCFP), a federal program in which funds are made available to child care centers and family day care homes to assist them in providing nutritious meals to the children in attendance. In an effort to encourage community participation in the program, information is presented on 22 specific aspects of the CCFP, such as what centers are eligible, what meals can be served, who pays for the meals, what the requirements are for participating in CCFP, how a center can apply for the CCFP and how centers are reimbursed for the meals they serve. Also included are listings of the State Food Service Directors, USDA Regional and National Offices, and IRS District Offices and a reprint of the USDA Meal Requirements. (JMB)

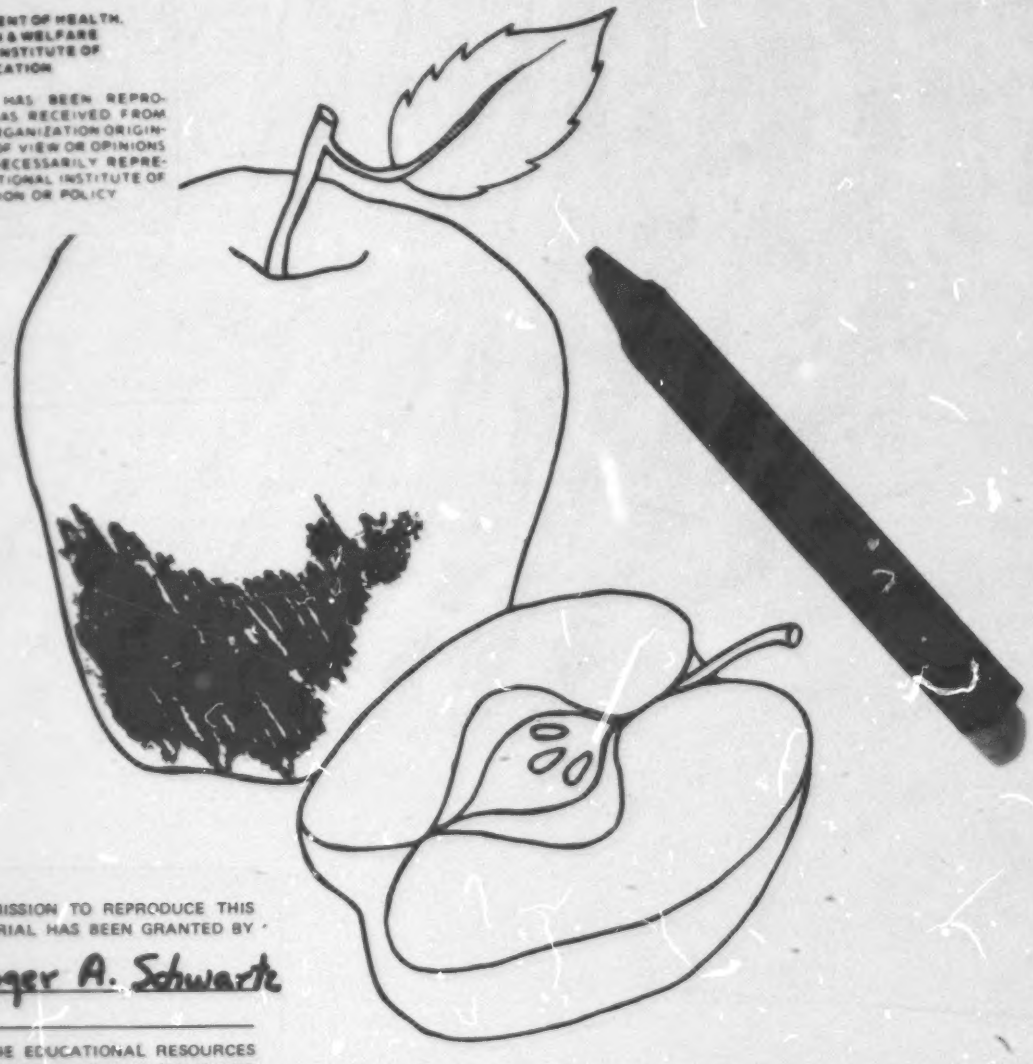
****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED153700

FRAC's Guide to the Child Care Food Program

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY



PS 009488

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

Roger A. Schwartz

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND USERS OF THE ERIC SYSTEM."

In cooperation with the United Church Board for Homeland Ministries

1

What is the Child Care Food Program?

The Child Care Food Program (CCFP) is a federal food program for all types of child care centers and programs, run jointly by the U.S. Department of Agriculture (USDA) and the states.

Under the CCFP, federal funds are available to child care centers to assist them in providing nutritious meals to the children in attendance.

2

Who administers the CCFP?

In most states, the statewide operation of the program is administered by the state education agency. However, in 15 states, USDA runs the program directly through its regional offices. (This is explained more fully in section 11.) Daily program operations are left to the individual child care center.

NOTE: *The term "state" is used in this Guide to mean either the state education agency or USDA's regional office, whichever operates the CCFP in a particular state.*

3

What kinds of centers participate?

Many types of child care programs and institutions can enter the program. In general, in order to participate in the CCFP, a center may serve children up to 19 years of age and must be: licensed and nonschool; nonprofit or applying for nonprofit status; and "nonresidential" (the children do not live on the premises).

Examples of centers are:

- **Child Care Centers.** These are licensed, nonschool public or private facilities which provide child care services, such as day care centers, Head Start centers, neighborhood centers and facilities providing day care services for handicapped children.
- **Family and Group Day Care Programs.** These are organized, licensed day care programs for children in private homes. Since many of these family and group day care programs are very small, they must be sponsored by another organization so that all the necessary paperwork is properly handled. Those groups handling administrative responsibilities for a number of centers or family and group day care programs are called "sponsoring organizations." Examples of sponsoring organizations are community groups, women's and men's clubs, and churches. They are explained in section 10.

NOTE: *In this booklet, the term "center" means all the types of child care centers, programs and sponsoring organizations that participate in the CCFP or are eligible to do so.*

4

Are there centers now eligible for the first time?

Yes. Under the law passed in October, 1975, there are many centers around the country which can now receive food assistance who were previously ineligible under the law. In addition, many centers who were excluded because of a lack of funds are now able to participate because the CCFP provides sufficient funding to afford participation to any eligible child care center or day care home. In fact, every eligible center has the *right* under the law to receive CCFP funds to serve as many children as it is able to under its license. Neither USDA nor the states can force a center to restrict its service.

The purpose of the CCFP is to reinforce the states' current child feeding efforts. The state is not permitted to reduce food assistance it is currently providing once a center enrolls in the CCFP.

5

What meals can centers serve?

Centers may serve breakfasts, lunches, suppers, and supplemental foods ("snacks") between the meals. These meals must meet certain nutritional standards. USDA Meal Requirements are on page 20 of this booklet.

6

Who pays for the meals?

Some meals are paid entirely by the federal government. Others are paid by both the federal government and either the center or the parents. The system of payment works very much like the National School Lunch and Breakfast Programs.

Children whose families have low incomes must receive their meals free or at a reduced price. If a family has a child in school who receives a free or reduced-price lunch, any brother or sister of that child is eligible for a free or reduced-price meal through the CCFP. These meals are paid for largely or completely by USDA.

If a child's family has higher income, then USDA only pays a portion of the cost of that child's meal. In this case, the center can either establish a charge for the parents or absorb the remaining cost itself. Centers do not have to charge parents in order to get money from USDA.

Thus, for budget purposes, the center must group all children into one of three categories – "free," "reduced-price," and "paid" – based on their families' income. These are called "*need categories*."

7

How are need categories decided?

Look at the chart to the right to determine the need category of a specific family. Find the number of people in the household on the left side of the chart. Then go across the page to find the family's income range. "Income" means income *before* you take out taxes or other deductions. Hardship deductions can be taken from the family's gross income if there are extremely high medical, housing (over 30% of income) and education expenses (due to a child's mental and/or physical condition). Such deductions could put the child into a different need category; thereby, for example, enabling the child to be placed in the free meals category. Should any questions arise regarding a child's need category, or if there's a change in income, the family can request a hearing from the center.

Income Eligibility Guidelines Chart

	NEED CATEGORIES:		
Family Size	**Free Meals**	**Reduced-Price Meals**	**Paid Meals**
1	$0- 3,680	$ 3,681- 5,730	Greater than $ 5,730
2	$0- 4,830	$ 4,831- 7,530	Greater than $ 7,530
3	$0- 5,980	$ 5,981- 9,320	Greater than $ 9,320
4	$0- 7,130	$ 7,131- 11,110	Greater than $11,110
5	$0- 8,190	$ 8,191- 12,770	Greater than $12,770
6	$0- 9,240	$ 9,241- 14,410	Greater than $14,410
7	$0- 10,200	$10,201- 15,910	Greater than $15,910
8	$0- 11,150	$11,151- 17,390	Greater than $17,390
9	$0- 12,010	$12,011- 18,740	Greater than $18,740
10	$0- 12,870	$12,871- 20,090	Greater than $20,090
11	$0- 13,730	$13,731- 21,430	Greater than $21,430
12	$0- 14,590	$14,591- 22,770	Greater than $22,770
Each Additional	add $690	add $860	add $1,340

8

What to do if a center does not serve meals.

Tell the center director about the CCFP and offer this booklet. Make sure he or she knows that the center is missing the opportunity to protect the nutritional health of the children it serves at almost no expense to the center. Your child has a right to the food assistance available through the CCFP. To contact the proper office for applications or if a problem has occurred, see page 15 of this booklet.

9

What are the requirements to participate in the CCFP?

There are three general requirements which must be met in order for a center to be eligible for the CCFP:

(a) *Centers must provide organized, nonresidential child care.* This means that children cannot live there (although they may stay overnight if the center operates all night) and that there be some structure to the services provided.

(b) *Centers must show that they are nonprofit.* The way this is done is to obtain "tax-exempt status" from the Internal Revenue Service, or be in the process of obtaining it. If the center participates in another federal program which requires it, or if the center already has a tax-exemption, there's no need to apply again. For a more detailed account, see section 19.

(c) *Centers must have state or local licensing, or official approval as a child care center, if it is required by the state or local government.* At a minimum, nonlicensed centers must show that its standards meet the "Federal interagency day care requirements" (FIDCR). Your state education office will have these requirements. They are further explained in section 18.

IMPORTANT:

Pre-schools or Head Start Programs which are part of a public school district or a private school of elementary grade or higher cannot participate in the CCFP. Since such centers are under the administration of a school, they would participate in the food service provided through the National School Lunch and Breakfast Programs. Consult *FRAC's Guide to the National School Lunch and Breakfast Program* for details on these programs.

10

What is a "sponsoring organization"?

A "sponsoring organization" is an organization which assumes the responsibility for the administration of a center or a number of centers (such as YM-YWCA, Campfire Girls, Urban League, Jewish Community Centers, etc.). The organization does not have to care for children itself or involve itself in the day-to-day affairs of the center, but it is responsible for the paperwork and administrative requirements of the food service conducted by the centers.

Family and group day care programs must be under the responsibility of a sponsoring organization. This is because USDA considers it too difficult for many small centers to do all the paperwork required by the CCFP. However, such programs must keep family size and income information on each child. The sponsor's tax-exempt status applies to all the programs under its jurisdiction, and the family day care programs themselves only have to meet the applicable licensing requirements.

Remember, in this booklet, the term "center" also includes sponsoring organizations unless otherwise noted.

11

How does a center apply for the CCFP?

In most states, the CCFP is administered by the state education agency which acts to monitor the centers and to distribute the federal funds.

In 15 states, however, the state education agency is either prohibited by state law from running the CCFP or has decided against assuming the responsibility. In these states the regional office of USDA's Food and Nutrition Service (Child Nutrition Division) administers the CCFP directly. Please keep in mind, in this booklet we use "state" to mean either the state education agency or the Food and Nutrition Service's regional office, whichever is appropriate in a particular state.

Centers, or agencies interested in sponsoring a number of centers, should write either the state agency or the Food and Nutrition Service regional office expressing their desire to participate in the CCFP. The lists on pages 15-18 tells you where to write and phone. The centers should then receive the forms needed to apply, along with full instructions. We suggest that you follow up your letter with a phone call to speed the process along. It is also helpful to get the name of a person in the state agency or USDA with whom you can deal in the future about CCFP problems. Unfortunately, start-up funds for the CCFP are not available.

12

How are the centers reimbursed for the meals they serve?

The CCFP, like the National School Lunch and Breakfast Programs, operates on the basis of "performance funding." This means that each center receives a certain amount of money for each breakfast, lunch, supper, and snack it provides. Thus, the center receives some federal money for every meal it serves, for as many days as it serves them. The state cannot discourage the center from expanding its meal service, nor limit the number of children served (as long as it does not violate the center's license).

NOTE: *USDA will reimburse centers no more than the cost of its meal service (up to certain fixed reimbursement rates which are explained in the next section). Therefore, in order for a center to maximize its reimbursements, it must document all labor and administrative costs related to its meal service, in addition to actual food costs. Examples of such costs are: cook, bookkeeper, mealtime monitors, driver, etc.*

Centers must be reimbursed for the meals it has served no later than 30 days after the state has received the reimbursement claim form. This somewhat reduces the burden on centers to lay out a large amount of money from its own resources since reimbursements cannot be made in advance. Remember, USDA money will be reduced correspondingly if your center is receiving food money from any other source.

The state agency must decide which of two methods to use in computing the reimbursement amounts for the participating centers. One option is to use only the reimbursement rates for each meal served; a second option is to use "claiming percentages." Both methods of computing centers' reimbursements are explained in the next section.

Computing the meal reimbursements.

The state may choose to use the "rates of reimbursement" to compute the amount of money due a center for operating the CCFP. Under this method, *every* meal receives a certain *per-meal reimbursement*, and the center would receive the total reimbursement for the total number of meals served.

The per-meal reimbursement is determined by two factors:

(a) The type of meal (breakfast, lunch, supper, snack); and

(b) The need category of the child receiving the meal. ("Need categories" were explained in section 7.)

On the chart to the right you will notice there is a specific reimbursement amount for every meal type, and that the reimbursement is different for every need category. (That is, there is a different reimbursement for paid meals, reduced-price meals, and free meals.)

Meal Reimbursement Table

If the meal is served to a child eligible for a:

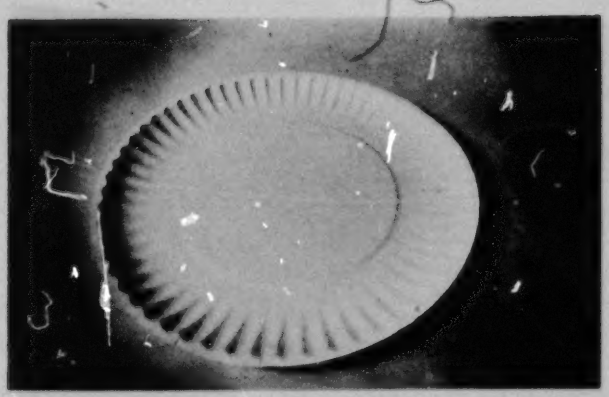
Then the per-meal reimbursement is:

Meal Type	Paid Meal	Reduced-Price Meal	Free Meal
Breakfast	10.5¢	30¢	36.50¢
Lunch or Supper	13¢	61.5¢	71.5¢
Snack	5.25¢	16¢	21.25¢

NOTE: *(1) As the chart indicates, the per-meal reimbursement within a meal type is determined by the need category of the child who received the meal. The center receives the reimbursement for a paid meal or a reduced-price meal regardless of whether or not it charges separately for the meal or whether a child actually pays for the meal. A reduced-price meal is simply a meal served at less than its full price.*

(2) USDA will not reimburse snacks if the center participates in the Special Milk Program. This program provides Federal reimbursement for milk served to children between meals. This program, however, is no longer necessary if the center is participating in the CCFP. We suggest that centers in the Special Milk Program end their participation in that Program so that it can be reimbursed for snacks in the CCFP.

(3) The reimbursements listed above may change slightly on January 1, 1977.



The Child Care Food Program can make the difference.

A. Using the "Rates of Reimbursement Method"

If the state decides to use the "rates of reimbursement method" of computing the centers' meal reimbursements, all the meals of one type served in a specific need category (for example, all free lunches) would be multiplied by the rate of reimbursement for the meal type and category. The same procedure would be done for all meals served (reduced-price lunches, free breakfasts, and paid snacks, as examples). The total of all the multiplications would be the amount the state agency would reimburse the center.

EXAMPLE 1: **Computing reimbursements using the "rates of reimbursement method"**

The chart below shows how to compute a monthly payment to a child care center using the "rates of reimbursement method." The chart shows the types of meals served in one month; the need category of the children receiving the meals; the number of meals served; and the rate of reimbursement for each specific meal from the table on page 6. The chart reflects a random sampling of meal types and need categories; every center will have different combinations. Each type of meal in a specific need category is multiplied by its rate of reimbursement, and the total of all the multiplications is the amount of money the state would reimburse the center.

Meal Type	Need Category	Number of Meals Served		Rate of Reimbursement	=	Product
Lunch	Paid	50	x	$ .13		$ 6.50
Lunch	Free	160	x	.715		114.40
Lunch	Reduced-Price	120	x	.615		73.80
Breakfast	Free	130	x	.365		47.45
Snack	Free	145	x	.2125		30.81
Supper	Free	90	x	.715		64.35
Supper	Reduced-Price	80	x	.615		49.20
TOTAL REIMBURSEMENT DUE CENTER						$386.51

B. Using the "Claiming Percentage Method"

If the state decides against using the "rate of reimbursement method" described above, it will have to use the "claiming percentage method" of computing centers' reimbursements. Claiming percentages are rates determined by the state and centers which are intended to simplify the computation of reimbursements.

The claiming percentages are the number of children at a center in each need category (free, reduced-price, paid) *as a percentage of* the total number of children eating meals at the center. Thus, if claiming percentages are used to compute meal reimbursements, you just have to know the total number of meals served, the claiming percentages, and the rates of reimbursement instead of having to record the number of meals served in each need category. Simply stated, the claiming percentages tell the center and the state the percentage of children in each need category. They must be calculated with care.

EXAMPLE 2: **Determining claiming percentages**

There are 150 children in a center who receive meals. Seventy-five of them qualify for free meals and 45 qualify for reduced-price meals. The claiming percentages are the percentage of all the children in each need category, which is found by dividing the number of children in a particular need category by the total number of children.

Need Category	Number of Children In Each Need Category	Claiming Percentage
Free	75	50% (75 ÷ 150)
Reduced-Price	45	30% (45 ÷ 150)
Paid	30	20% (30 ÷ 150)
	150	100%

If the state chooses to use claiming percentages (and remember, the state may choose to use only the reimbursement rates), there are two methods of computing reimbursements. One method is to use the *claiming percentages alone;* the other is to use the *claiming percentages with a "blended per-meal rate of reimbursement."* The two methods produce the same result; they are simply different methods of computation.

- **Claiming Percentages alone**

As we explained above, the only intended difference between using the claiming percentages and using the exact number of meals in each need category is simplicity. Instead of having to do all the multiplications as in the "rates of reimbursement method" each time a reimbursement is computed, you simply use claiming percentages.

EXAMPLE 3: **Using claiming percentages alone**

To compute monthly reimbursements using this method, you must multiply the claiming percentages by the number of each meal type served, and multiply each of these products by the rate of reimbursement for that type meal. In the computations below, we have used the same claiming percentages in example 2. In the month for which we are computing, the center served 500 lunches and 300 breakfasts.

LUNCHES (500)

	Claiming Percentage	x	Total Lunches Served			x	Rate of Reimbursement	=	Reimbursement For All Lunches
Free	50%	x	500	=	250	x	$.715	=	$178.75
Reduced-Price	30%	x	500	=	150	x	$.615	=	$ 92.25
Paid	20%	x	500	=	100	x	$.13	=	$ 13.00
							Total Lunch Reimbursement		$284.00

BREAKFASTS (300)

	Claiming Percentage	x	Total Breakfasts Served			x	Rate of Reimbursement	=	Reimbursement For All Breakfasts
Free	50%	x	300	=	150	x	$.365	=	$ 54.75
Reduced-Price	30%	x	300	=	90	x	$.30	=	$ 27.00
Paid	20%	x	300	=	60	x	$.105	=	$ 6.30
							Total Breakfast Reimbursement		$ 88.05

$372.05 – Monthly Reimbursement For All Meals Served To Children In Center

• Claiming percentages with "blended per-meal rate"

The "blended per-meal rate" is an amount of reimbursement for each type meal (lunch, supper, breakfast, snack) served in an individual center. This rate is determined on the basis of each center's individual situation, and will vary widely. This method is intended to simplify matters by using a "blend," or average, of the free, reduced-price, and paid per-meal rates. This "blended per-meal rate" is then multiplied by the total number of meals of that type.

The "blended per-meal rate" is computed by *multiplying the claiming percentage by the rate of reimbursement for that meal in that need category*, then adding the products. This gives you a "blended per-meal rate" for one type of meal; each meal type has its own "blended rate." The advantage of this system is that as long as the claiming percentages and rates of reimbursement remain unchanged, the blended rate remains the same and can be used until such time as there is a change.

EXAMPLE 4: **Using the "blended per-meal rate"**

Using the same figures as in Example 3, we have to first determine the "blended per-meal rate" by multiplying each claiming percentage by the rate of reimbursement for that need category, and then add the products. Finally, the blended rate is multiplied by the total number of each type of meal served to determine the reimbursement.

LUNCHES (500)

	Claiming Percentage		Rate of Reimbursement		
Free	50%	x	$ .715	=	$ .3575
Reduced Price	30%	x	$ .615	=	$ .1845
Paid	20%	x	$ .13	=	$ .026
	Blended per-meal rate			=	$ .568

Blended Rate		Total Lunches	=	Total Reimbursement For Lunches
$ .568	x	500	=	$ 284.00

BREAKFASTS (300)

	Claiming Percentage		Rate of Reimbursement		
Free	50%	x	$ .365	=	$ .1825
Reduced Price	30%	x	$ .30	=	$ .09
Paid	20%	x	$ .105	=	$ .021
	Blended per-meal rate			=	$ .2935

Blended Rate		Total Breakfasts	=	Total Reimbursement For Breakfasts
$ .2935	x	300	=	$ 88.05

Monthly Reimbursement For All Meals Served To Children in Center = $284.00 + $88.05 = $372.05

We do not know, at this time, which method of computing reimbursements will be chosen by each state. If you have a preference and wish to influence your state's decision, you should make your views known before the state submits its child nutrition plan on May 15.

We also cannot evaluate the effectiveness of the claiming percentages as a tool for computing reimbursements; they have never been used before in any program. (States now use the "rates of reimbursement method" – without claiming percentages – in the School Lunch and Breakfast Programs.) *But we do have one warning* if your state elects to use claiming percentages: you must be sure that the state has accurate information about the economic situation of the children in your center so that the claiming percentages based on that information reflect your real situation. There's a good deal of money at stake. The state does not *have* to update its information more than once a year, so if there are significant changes in the number of children in each need category, make sure the state changes the center's claiming percentages. If the state refuses to make reasonable adjustments in the percentages, please notify FRAC.

SPECIAL EXCEPTION FOR SPONSORING ORGANIZATIONS:

Organizations which sponsor family and group day care homes may elect to claim a flat rate of reimbursement for each type of meal served (regardless of need category) rather than force each home operator to keep detailed records about the meals served each day. These special rates are: 41c for lunches and suppers; 23c for breakfasts; and 14c for snacks. However, if the centers choosing to use these rates are located in states which receive extra cash instead of USDA food commodities (see section 15), the lunch and supper rates may be reduced.

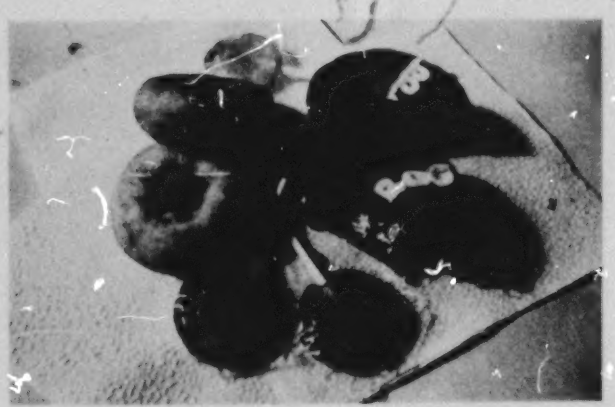
14

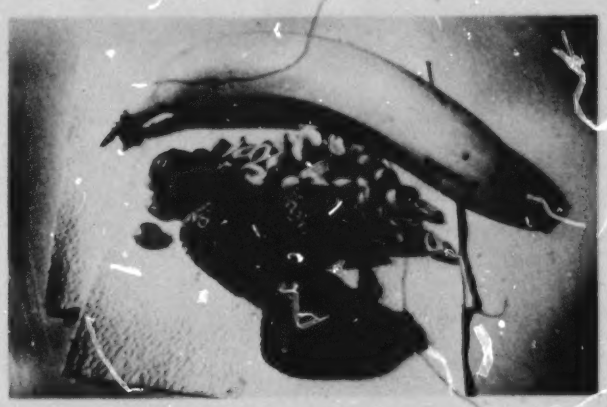
Are there other sources of assistance to help centers run the CCFP?

Yes. In addition to the reimbursements the center receives for each meal it serves, centers can receive:

- *Commodity foods*, or *cash* instead of commodities; and
- *Nonfood assistance* to help centers buy equipment.

These are explained in the next three paragraphs.





The Child Care Food Program can make the difference.

15

What are commodities?

USDA buys a large amount of commodity foods each year to keep farm prices high. These foods are then used to assist schools, Nutrition Programs for the Elderly, food assistance to Indian Reservations, disaster areas, and now, the CCFP. All centers can receive this food assistance.

However, the CCFP rules allow the states to choose to receive a *cash equivalent* instead of the commodities. The cash is usually more helpful, especially to centers without adequate storage facilities or centers that do not prepare their own meals. *The amount of this cash equivalent is now 11.75c per lunch and supper served.* (As with the per-meal reimbursements, this figure may change slightly on January 1, 1977.)

Each year, the *state* must make the decision as to whether it wishes to receive cash instead of commodities *no later than 60 days prior to the beginning of the fiscal year.* (Fiscal year 1977 begins on October 1, 1976.) Therefore, centers who want cash instead of commodities should begin to pressure the states to apply for the cash option well before the application deadline.

At present, all centers in the 15 states administered by the Food and Nutrition Service regional offices will receive cash instead of commodities. Nevertheless, centers in those states should still make their preferences known to the regional offices.

16

What is "nonfood assistance"?

"Nonfood assistance" is the term given to the federal funds which are available to help centers purchase (or rent) equipment to begin, continue, or expand their food services. (Nonfood assistance *cannot* be used to meet centers' licensing requirements.)

Each fiscal year, every state (including USDA's Food and Nutrition Service regional offices) will receive a certain percentage of the total amount of nonfood assistance funds available on a national level. The state percentages are based on the number of children below age 6 who are in families having incomes below 125% of the poverty level.

The states then distribute their amount of nonfood assistance funds (called their "allocation") to centers who apply for those funds. These centers can either already be participating in the CCFP or can have applied to participate. The decisions of the state as to which centers receive the funds must be based on the relative need of the centers for assistance in obtaining the equipment necessary to operate adequate food services. Therefore, it is very important that the centers be *very* specific as to their needs when they apply for nonfood assistance. If the state is to make reasonable decisions, it must have facts from the centers with which to make its judgment.

17

Do the federal nonfood assistance funds pay for all equipment costs?

No. The general rule is that the *federal money can only be used to pay up to three-fourths (75%) of the cost of equipment.* The other fourth (25%) must be paid by sources within the state. The center's own resources, state funds, gifts by individuals or agencies, and loans are some examples of such "matching funds." A center may not use money from the federal grant or children's meal payments as matching funds.

There is an exception. Centers which are considered *"especially needy"* do not have to provide the matching funds; federal funds can pay the entire cost of equipment for such centers. The "especially needy" designation is reserved for centers having a high percentage of children meeting the eligibility requirements for free and reduced-price meals. The states *must* include in their public child nutrition plans the procedures they will use to designate a center as "especially needy."

The problem, however, is that there is a very limited amount of nonfood assistance funds available to each state. There will never be enough money available for the purchase of equipment statewide, so each center will be competing for the precious funds. Moreover, the federal funds can only be used to pay three-fourths (75%) of the total cost of equipment purchased with nonfood assistance funds throughout the state. If the state uses the federal money to pay 100% of one center's equipment costs, it will have to spend less than 75% of another center's costs so the average within the state is maintained at the 75% figure. This can work if there are clearly rich and poor centers, but that is not usually the case. The only other alternative is for the state to use its own funds to supplement the federal nonfood assistance money, an alternative which is not a possibility in the 15 states administered by the Food and Nutrition Service Regional offices.

18

What are the licensing requirements?

All centers must meet the state or local licensing requirements, which should be available from the state agency or the local welfare office. In states or communities which have no such requirements, centers must meet the Federal Interagency Day Care Requirements (FIDCR). Copies of these requirements are available from the state agency or FRAC. Your state has the responsibility to determine if your center is in compliance with FIDCR.

Licensing – both initial application and renewals – can present a real hardship for many centers, especially since many local and state licensing offices are understaffed. Nevertheless, centers cannot participate in the CCFP if they fail to meet licensing requirements or if their license has expired. Therefore, it is essential that centers inform the states of any problems they are having with regard to licensing or license renewal. We suggest that centers applying for licensing or renewal attach a note explaining that CCFP participation is hinging upon the application and that a quick determination is essential.

NOTE: *Centers must fulfill all licensing requirements before it can participate in the CCFP. However, we suggest that you apply for the CCFP even if the licensing requirement is pending so that the process for CCFP participation is at least started. In such a case, explain to the state that licensing requirements are in the process of being fulfilled.*

19

What are the requirements for "tax-exempt status"?

"Tax-exempt status" signifies that the center is recognized by the Internal Revenue Service (IRS) as non-profit. Every center must have tax-exempt status (Section 501 (c) (3) of the Internal Revenue Code of 1954) *or* have filed a letter or application with IRS for it. If the center is already tax-exempt, there is no need to apply again. Family day care programs need not have individual tax exemptions, but their sponsoring organizations must have tax-exempt status.

In order to file for tax-exempt status, IRS re-

quires a center to be organized. The center or organization must have a constitution and a governing body or Board of Directors and officers. Although IRS does not require incorporation, it may be helpful in obtaining a tax exemption and, in some states, it may be required. Once your center or sponsoring organization meets the organizational stipulation, obtain Form #1023 from the district or local IRS office nearest the address of your program. IRS district offices are listed on page 19.

Although it is not necessary, it might be helpful to have an attorney assist with incorporation papers and/or your application for a tax exemption. If your center serves low-income children, ask your Legal Services office to help you. Your application for tax-exempt status should be specific and complete. If you have any problems or need to speed up the process, we suggest you ask your Congressperson's office for assistance. In addition, you should attach a note to the application explaining that the reason you need a tax exemption is to participate in the CCFP.

After you file Form #1023, IRS will send you a form letter acknowledging receipt of your application. This letter should be sufficient evidence to the state that you are "moving towards compliance" with the tax-exempt requirements. However, the letter does not mean tax-exempt status has been granted. In any case, a center must have final tax-exempt status within 12 months of entry into the CCFP in order to continue participation. Remember, tax-exempt status does not excuse centers from filing yearly tax forms. Therefore, careful financial records must be kept for tax purposes and for state officials in the event of an audit.

If you have questions or problems, check with the tax-exempt section of your district IRS office. They should be helpful. It is important to keep copies of all correspondence with IRS (and your state) in order to protect yourself.

NOTE: *Although not required by law the State should contact the center either in writing or by an on-site visit or both, before it takes any action against a center because of tax exemption, licensing, or other problems. Make sure each notice is acknowledged, and inform the state of any special problems the center is having.*

The Child Care Food Program
can make the difference.

20

Are there other participation requirements for centers?

We have already discussed the major eligibility requirements for centers and children. There are additional "bookkeeping" requirements that the center must meet. They are outlined below.

- Centers must apply to the state *each year* for participation in the CCFP for *each facility* at which food services will be run. (This is especially directed at sponsoring organizations.) Application forms will be available from the state, and centers must supply evidence of the need for food assistance and the ability to properly administer the program.
- Centers must collect family size and income information on enrolled children and provide that information to the state. If the center already has the information, no further investigation is required. If that information is not available to the center, it must obtain statements from parents. Please keep in mind that a short family size and income statement is all that is necessary; rent receipts, pay stubs, or other documents are only required to document a hardship situation.
- Centers must sign written agreements with the state. This agreement will specify that the center will:
  - (1) Accept fiscal financial and administrative responsibility for the operation of the CCFP and any facilities under its administration.
  - (2) Run a non-profit program and use any income only for program purposes.
  - (3) Serve meals for free or at a reduced price to all children qualifying for such meals if the center charges separately for meals.
  - (4) Serve meals that meet the nutritional requirements specified in the Program's regulations.
  - (5) Make no discrimination against, or identify in any way, any child because of his/her inability to pay for meals or because of race or ethnic background.
  - (6) Claim reimbursement only for the types of meals specified in the agreement and at the rates of reimbursement set by the state and center. (Total state reimbursement may not exceed total food service costs.)
  - (7) Submit claims for reimbursements in accordance with procedures established by the state.
  - (8) Maintain all applicable health standards.
  - (9) Purchase food designated as plentiful by the state, to the maximum extent possible, and accept and use donations made by USDA.
  - (10) Maintain necessary facilities for storing, preparing, and serving food. (This would be waived if the center did not prepare its own food. See Section 21.)
  - (11) Maintain a proper financial management system as prescribed by the state.
  - (12) Make all accounts and records available to the state or USDA upon request, and keep such records for at least three years.
  - (13) Comply with USDA's requirements prohibiting discrimination.
- If a center decides to use the facilities of, or obtain meals from, a school, there must be written agreement with the school containing CCFP's program requirements.
- If a center also participates in the Summer Food Service Program For Children, it must: 1) *not* serve the same children in both programs; and 2) maintain separate records to support separate claims for reimbursements.

21

Can food service management companies be used to provide food service in the CCFP?

Yes, but the center maintains full responsibility for program operations. This arrangement can be very helpful to centers, especially if they have very limited facilities for serving meals (and cannot immediately get nonfood assistance). However, it is usually more expensive than direct center operation, and sometimes meal quality and/or attractiveness can suffer. Centers considering such an arrangement should discuss it with the state or contact FRAC for suggestions.

22

What is the legal authority for the CCFP?

The CCFP is authorized by section 17 of the National School Lunch Act as amended by Public Law 94-105, enacted October 7, 1975. The legal citation is 7 U.S.C. § 1765.

USDA has written regulations which have the effect of law and which specify program rules. The citation for the regulations is 7 C.F.R. § 226, *et seq.*

Single copies of these materials are available from FRAC.

State Food Service Directors

States with an asterisk are administered directly by USDA's regional office of the Food and Nutrition Service Child Nutrition Division (FNSRO) listed on page 18. For the remaining states, contact the FNSRO in your area if CCFP problems are not handled properly by the state education department.

ALABAMA

Mr. T.G. Smith, Coordinator
State Department of Education
410 State Office Building
Montgomery, Alabama 36104
205/269-7165

ALASKA

Mrs. Marge Dawes, Coordinator
Alaska Office Building
Pouch F
Juneau, Alaska 99801
907/465-2856

ARIZONA

Mrs. Junetta Barrett, Director
Food and Nutrition Division
Department of Education
1535 West Jefferson
Phoenix, Arizona 85007
602/271-4364

***ARKANSAS**

Mr. James Niven, Coordinator
School Food Services
State Education Building, Room 403 E
Little Rock, Arkansas 72201
501/371-2466

CALIFORNIA

Mrs. Gene White, Director
Office of Food and Nutrition Services
State Department of Education
721 Capitol Mall
Sacramento, California 95814
916/445-0850

COLORADO

Mr. Dan Wisotzkey, Director
School Food Services
State Department of Education
1362 Lincoln
Denver, Colorado 80202
303/892-2217

CONNECTICUT

Mrs. Ann R. Tolman, R.D., State Director
Child Nutrition Programs
Connecticut State Department of Education
P.O. Box 2219
Hartford, Connecticut 06115
203/566-3195

DELAWARE

Mr. Robert L. John, State Supervisor of School Food Services
Department of Public Instruction
Dover, Delaware 19901
302/678-4718

DISTRICT OF COLUMBIA

Mr. Joseph M. Stewart
Department of Food Services
415 12th Street, N.W., Room 806
Washington, D.C. 20004
202/629-2975

FLORIDA

Mr. George Hockenbery, Administrator
Food and Nutrition Services
Florida Department of Education
Tallahassee, Florida 32304
904/488-7647

***GEORGIA**

Miss Josephine Martin, Administrator
School Food Services
State Department of Education
156 Trinity Avenue, Room 211
Atlanta, Georgia 30303
404/656-2457

***HAWAII**

Mr. Stanley W. Doucette, Director
Department of Education
Box 2360
Honolulu, Hawaii 96804
808/732-5868

IDAHO

Mr. Cecil F. Olsen, Director
Food Service Branch
State Department of Education
State Office Building
Boise, Idaho 83707
208/384-3940

ILLINOIS

Mr. Robert E. Ohlzen, Director
School Lunch Department
Office of Superintendent of Public Instruction
316 South Second Street
Springfield, Illinois 62706
217/782-2491

INDIANA

Mr. John J. Harter, Director
Division of School Lunch
Room 803 State Office Building
Indianapolis, Indiana 46204
317/633-6613

IOWA

Mr. Vern Carpenter, Director
Child Nutrition Programs Division
Department of Public Instruction
Grimes State Office Building
Des Moines, Iowa 50319
515/281-5356

KANSAS

Mr. William Goodwin, Acting Director
School Food Services
State Department of Education
120 East 10th Street
Topeka, Kansas 66612
913/296-2276

KENTUCKY

Mr. C.E. Bevins, Director
Division of School Lunch
State Department of Education
Frankfort, Kentucky 40601
502/564-4310

LOUISIANA

Mr. Don Zeigler, Acting Director
School Food Services
State Department of Education
P.O. Box 44064
Baton Rouge, Louisiana 70804

504/389-6998

MAINE

Miss Gertrude Criney, Director
School Nutrition Program
State Education Building
Augusta, Maine 04333

207/289-2371

MARYLAND

Mrs. Ruthetta L. Gilgash, Coordinator
Food Service Program
Maryland State Department of Education
P.O. Box 8717
Friendship International Airport
Baltimore, Maryland 21240

301/796-8300 x 260

MASSACHUSETTS

Mr. John C. Stalker, Director
Bureau of Nutrition, Education, and School Food Services
State Department of Education
182 Tremont Street
Boston, Massachusetts 02111

617/727-5764

MICHIGAN

Mr. James L. Borough, Coordinator
School Food Service Section
State Department of Education, Box 420
Lansing, Michigan 48902

517/373-3347

MINNESOTA

Mr. Charles L. Matthew, Director
School Lunch Section
State Department of Education
Capitol Square Building, 5th Floor
St. Paul, Minnesota 55101

612/296-6986

MISSISSIPPI

Mr. John H. Walker, Coordinator
School Food Services
State Department of Education
P.O. Box 771
Jackson, Mississippi 39205

601/354-6916

***MISSOURI**

Mr. Wilbert Grannemann, Director
School Lunch Section
State Department of Education
Box 480
Jefferson City, Missouri 65101
314/751-3526

***MONTANA**

Mr. H. Brisbin Skiles, Director
School Food Services
Office of State Superintendent
Department of Public Instruction
The Capitol Building
Helena, Montana 59601
406/442-3260 x 331

***NEBRASKA**

Dr. Ray Steinert, Director
School Food Service
State Department of Education
233 South 10 Street
Lincoln, Nebraska 68509
402/471-2254

NEVADA

Miss Eleanor Bateman, School Lunch Supervisor
Nevada State Department of Education
Capitol Complex
Carson City, Nevada 89710

702/885-5700 x 210

NEW HAMPSHIRE

Ms. Lanna R. Bushman, Acting Director
Child Feeding Service
State Department of Education
Statehouse Annex
Concord, New Hampshire

603/271-2140

NEW JERSEY

Mr. Walter F. Colender, State Director
Food Program Administration
225 West State Street
Trenton, New Jersey 08625

609/292-6748

NEW MEXICO

Mrs. Gretchen Plagge, Director
School Food Services Division
State Department of Education
Santa Fe, New Mexico 87501

505/[illegible]2521

***NEW YORK**

Mr. Richard Reed, Chief
Bureau of School Food Management
New York State Education Department
99 Washington Avenue
Albany, New York 12210

518/474-1566

NORTH CAROLINA

Mr. Ralph Eaton, State Supervisor
School Food Services
P.O. Box 12197
Raleigh, North Carolina 27605

919/829-7162

***NORTH DAKOTA**

Miss Roberta Bosch, Director
School Food Services
Department of Public Instruction
State Capitol
Bismarck, North Dakota 58501

701/224-2294

***OHIO**

Mr. Robert Koon, Chief
Division of School Food Services
Ohio Department of Education
65 South Front Street
Columbus, Ohio 43215

614/466-2945

OKLAHOMA

Mr. Fred Jones, Director
School Lunch Section, Room 240
2500 North Lincoln Boulevard
Oklahoma City, Oklahoma 73105

405/521-3327

***OREGON**

Mr. Richards S. Miller, Coordinator
School Food and Nutrition Services
Oregon Board of Education
942 Lancaster Drive, NE
Salem, Oregon 97310

503/378-3131

PENNSYLVANIA

Mr. Warren M. Vann, Jr., Director
Division of Foods and Nutrition Services
Pennsylvania Department of Education
Box 911
Harrisburg, Pennsylvania 17126

717/787-1415

RHODE ISLAND

Mr. Robert Kaveny, Chief
School Lunch Service
State Department of Education
Robert Williams Building
Providence, Rhode Island 02903

401/277-2711

***SOUTH CAROLINA**

Mr. John L. Seurynck, Director
School Food Service
Office of School Food Services
State Department of Education
Rutledge Building, Room 304
Columbia, South Carolina 29201

803/758-2346

SOUTH DAKOTA

Mr. Martin Sorensen, State Director
School Food Services
Division of Elementary and Secondary Education
State Capitol Building
Pierre, South Dakota 57501

605/224-3413

***TENNESSEE**

Mr. Lawrence Barlett, Director
School Food Services
111 Cordell Hull Building
Nashville, Tennessee 37219

615/741-2927

***TEXAS**

Mr. Charles A. Cole, State Director
School Lunch Program
Texas Education Agency
201 East 11 Street
Austin, Texas 78701

512/475-4363

UTAH

Mr. Cluff D. Snow, State Coordinator
School Food Services
Office of the Utah Board of Education
250 East 5th South
Salt Lake City, Utah 84111

801/533-5471

VERMONT

Miss Banba Foley, Chief
Education Field Services
Department of Education
Montpelier, Vermont 05602

802/828-3145 x 208

***VIRGINIA**

Mr. John F. Miller, Chief
School Lunch Program
State Department of Education
Richmond, Virginia 23216

703/770-2605

***WASHINGTON**

Miss Virginia R. Whitlatch, Supervisor
Food Services
Public Instruction
Old Capitol Building
Olympia, Washington 98504

206/753-6706

WEST VIRGINIA

Mrs. Faith Gravenmier, Director
School Food Services
Department of Education
1900 Washington Street, East
Building 6, Room B-248
Charleston, West Virginia 25305

304/348-2708

WISCONSIN

Mr. Edward Post, Administrator
School Food Service Program
Department of Public Instruction
126 Langdon Street
Madison, Wisconsin 53703

608/266-3509

WYOMING

Mr. Sidney Werner, Director
School Lunch Program
State Capitol Building
Cheyenne, Wyoming 82001

309/777-7412

Offshore Territories

AMERICAN SAMOA

Mrs. Lit Tua'olo, Supervisor
School Lunch
Education Administration
Pago, Pago, American Samoa 96920

GUAM

Ms. Eleanor Smith, Supervisor
National School Lunch Program
Department of Education
P.O. Box DE
Agana, Guam 72 05

PUERTO RICO

Mrs. Mary Blanco, Director
School Lunch Division
Department of Education
Urb. Tres Monjctas
Hato Rey, Puerto Rico 00923

VIRGIN ISLANDS

Mr. Clyde Davis, State Director
School Food Service
Department of Education
Charlotte-Amalie
St. Thomas, Virgin Islands 00801

TRUST TERRITORY OF THE PACIFIC

Mr. George Bussell, Director
Capitol Hill
Saipan, Marianna Islands 96950

USDA-Food and Nutrition Service

Regional Offices

NEW ENGLAND

Conn., R.I., Vt., Mass., N.H., Me.
Regional Director
Child Nutrition Programs
Ms. Kathleen Martin
34 Third Avenue
Burlington, Mass. 01803
Tel. 617 272-0860, 1

MIDWEST

Ill., Ind., Iowa, Kansas, Mich., Mn., Mo., Neb., Ohio, Wisc.
Regional Director
Child Nutrition Programs
Mr. Robert Nelson
536 S. Clark St.
Chicago, Ill. 60605
Tel. 312 353-6673

SOUTHEAST

Ala., Fla., Ga., Ky., Miss., N.C., S.C., Tenn.
Regional Director
Child Nutrition Programs
Mr. William Griffeth
1100 Spring St., N.W.
Atlanta, Ga. 30309
404 526-5911

MID ATLANTIC

N.Y., Pa., PR., Va., W. Va., Virgin Islands, Del., D.C., N.J., Md.
Regional Director
Child Nutrition Programs
Mr. Robert Freiler
729 Alexander Road
Princeton, N.J. 08540
609 452-1212

WEST CENTRAL

Ark., Col., La., Mont., N.M., N.D., Okla., S.D., Tex., Utah, Wyo.
Regional Director
Child Nutrition Programs
Mr. Gene Good
Room 5-D-22
1100 Commerce St.,
Dallas, Tx 75202
214 749-2391

WESTERN

Alaska, Arizona, Cal., Guam, Hawaii, Idaho, Nev., Ore., American Samoa, Wash., Trust Territory of the Pacific Islands
Regional Director
Child Nutrition Programs
Mr. Jack Bradley
550 Kearny St., Rm 400
San Francisco, Ca. 94108
415 556-4956

National Offices

Director of Child Nutrition Division
Mr. William (Gerry) Boling
U. S. Department of Agriculture
Food and Nutrition Service
Room 560
Washington, D.C. 20240
202 447-8130

Manager-Special Feeding Programs Branch
Margret Glavin
U. S. Department of Agriculture
Food and Nutrition Service
Room 3300B
Washington, D.C. 20250
202 447-9072

IRS District Offices

When applying for tax-exempt status, the completed forms should be mailed to the IRS District Office nearest you. District Offices and some of the larger cities they serve are listed below:

Atlanta, Greensboro, Columbia, Nashville	Internal Revenue Service EP/EO Division P.O. Box 632 Atlanta, Ga. 30301
Austin, Cheyenne, Denver, Albuquerque, New Orleans	Internal Revenue Service EP/EO Division P.O. Box 2136 Austin, Texas 78767
Boston, Burlington, Portsmouth, Augusta, Hartford, Providence	Internal Revenue Service EP/EO Division P.O. Box 9081 J.F.K. Post Office Boston, Mass. 02203
Brooklyn, Albany, Buffalo	Internal Revenue Service EP/EO Division P.O. Box 1680 Brooklyn, N.Y. 11202
Chicago	Internal Revenue Service EP/EO Division P.O. Box A-3617 Chicago, Ill. 60690
Cincinnati, Indianapolis, Louisville	EP/EO Division P.O. Box 1223 Cincinnati, Ohio 45201
Cleveland, Parkersburg	Internal Revenue Service EP/EO Division P.O. Box 99182 Cleveland, Ohio 44199
Dallas, Little Rock, Oklahoma City, Wichita	Internal Revenue Service EP/EO Division 1100 Commerce St. Dallas, Texas 75202
Detroit	Internal Revenue Service EP/EO Division 1400 Cadillac Tower Detroit, Mich. 48226
Jacksonville, Birmingham, Jackson	Internal Revenue Service EP/EO Division P.O. Box 35045 Jacksonville, Fla. 32202
Los Angeles, Honolulu, Phoenix	Internal Revenue Service EP/EO Division P.O. Box 2350 Los Angeles, Calif. 90053
Manhattan	Internal Revenue Service EP/EO Division P.O. Box 3200, Church St. Station New York, N.Y. 10008
Newark	Internal Revenue Service EP/EO Division P.O. Box 260 Newark, N.J. 07101
Philadelphia, Wilmington	Internal Revenue Service EP/EO Division P.O. Box 12821 Philadelphia, Pa. 19106
San Francisco, Reno, Salt Lake City	Internal Revenue Service EP/EO Division 450 Golden Gate Ave. San Francisco, Calif. 94102
Seattle, Anchorage, Boise, Helena, Portland	Internal Revenue Service EP/EO Division P.O. Box 21224 Seattle, Wash. 98111
St. Louis, Des Moines Omaha, Springfield	Internal Revenue Service EP/EO Division Group 802 P.O. Box 1123, Central Station St. Louis, Mo. 63188
St. Paul, Aberdeen, Fargo, Milwaukee	Internal Revenue Service EP/EO Division 316 N. Robert St. St. Paul, Minn. 55101

USDA Meal Requirements

§ 226.10 Requirements for meals.

(a) Each child care center and family and group day care home participating in the Program shall serve one or more of the following types of meals as provided in approved applications: (1) Breakfast; (2) Lunch; (3) Supper; (4) Supplemental food served between such other meals, except that supplemental food shall not be approved for reimbursement if the institution also participates in the Special Milk Program for Children (7 CFR Part 215).

(b) Except as otherwise provided in this section, and in Appendix A to this part, each meal shall contain, as a minimum, the food components as follows:

(1) A breakfast shall contain:

(i) A serving of fluid milk as a beverage or on cereal, or used in part for each purpose.

(ii) A serving of fruit or full-strength fruit or vegetable juice.

(iii) A serving of whole-grain or enriched bread; or an equivalent serving of cornbread, biscuits, rolls, muffins, etc., made of whole-grain or enriched meal or flour; or a serving of whole-grain or enriched or fortified cereal; or an equivalent quantity of any combination of these foods.

(2) A lunch or supper shall contain:

(i) A serving of fluid milk as a beverage.

(ii) A serving of lean meat, poultry or fish; or cheese; or an egg; or cooked dry beans or peas; or peanut butter; or an equivalent quantity of any combination of these foods.

(iii) A serving of two or more vegetables or fruits, or a combination of both.

(iv) A serving of whole-grain or enriched bread; or an equivalent serving of cornbread, biscuits, rolls, muffins, etc., made of whole-grain or enriched meal or flour.

(3) Supplemental food shall include:

(i) A serving of fluid milk or full-strength fruit or vegetable juice or fruit or vegetable or an equivalent quantity of any combination of these foods.

(ii) A serving of whole-grain or enriched bread; or an equivalent serving of cornbread, biscuits, rolls, muffins, etc., made of whole-grain or enriched meal or flour; or a serving of whole-grain or enriched or fortified cereal; or an equivalent quantity of any combination of these foods.

(c) When infants aged up to 1 year participate in the Program an infant meal shall be offered. Foods within the infant meal pattern shall be of texture and consistency appropriate for the particular age group being served. The total amount of food authorized in the meal patterns set forth below must be provided to the infant in order to qualify for reimbursement but may be served during a span of time consistent with the infant's eating habits. The infant meal shall contain, as a minimum, each of the following components in the amounts indicated for the appropriate age group.

(1) Age 0 up to 4 months:

(i) Breakfast—4–6 fluid ounces of infant formula; 0–1 tablespoon of infant cereal.

(ii) Lunch or supper—4–6 fluid ounces of infant formula; 0–1 tablespoon of infant cereal; 0–1 tablespoon of fruit or vegetable of appropriate consistency or a combination of both.

(iii) Supplemental food—4–6 fluid ounces of infant formula.

(2) Age 4 up to 8 months:

(i) Breakfast—6–8 fluid ounces of infant formula; 1–3 tablespoons of infant cereal.

(ii) Lunch or supper—6–8 fluid ounces of infant formula; 1–2 tablespoons of infant cereal; 1–2 tablespoons of fruit or vegetable of appropriate consistency or a combination of both; 0–1 tablespoon of meat, fish, poultry or egg yolk or 0–½ ounce (weight) of cheese or 0–1 ounce (weight or volume) of cottage cheese or cheese food or cheese spread of appropriate consistency.

(iii) Supplemental food—2–4 fluid ounces of infant formula or full-strength fruit juice; 0–¼ slice of crusty bread or 0–2 cracker-type products made from whole-grain or enriched meal or flour that are suitable for an infant for use as a finger food when appropriate.

(3) 8 months up to 1 year:

(i) Breakfast—6–8 fluid ounces of infant formula, or 6–8 fluid ounces of whole fluid milk and 0–3 fluid ounces of full-strength fruit juice; 2–4 tablespoons infant cereal.

(ii) Lunch or supper—6–8 fluid ounces of infant formula, or 6–8 fluid ounces of whole fluid milk and 0–3 fluid ounces of full-strength fruit juices; 3–4 tablespoons of fruit or vegetable of appropriate consistency or infant cereal or combinations of such foods; 1–4 tablespoons of meat, fish, poultry, or egg yolk or ½–2 ounces (weight) of cheese or 1–4 ounces (weight or volume) of cottage cheese or cheese food or cheese spread of appropriate consistency.

(iii) Supplemental food—2–4 fluid ounces of infant formula or whole fluid milk or full-strength fruit juice; 0–¼ slice of crusty bread or 0–2 cracker type products made from whole-grain or enriched meal or flour that are suitable for an infant for use as a finger food when appropriate.

(d) The minimum amounts of component foods to serve at meals set forth in paragraphs (b) (1) (2) and (3) of this section are as follows: (1) Age 1 up to 3: (i) Breakfast—½ cup of milk; ¼ cup of juice or fruit; ½ slice of bread or equivalent or ¼ cup (volume) or ½ ounce (weight), whichever is less, of cereal or an equivalent quantity of both bread and cereal.

(ii) Lunch or supper—½ cup of milk; 1 ounce (edible portion as served) of lean meat, poultry, or fish, or 1 ounce of cheese, or 1 egg, or ¼ cup of cooked dry beans or peas, or 2 tablespoons of peanut butter; ¼ cup of vegetables or fruits or both consisting of two or more kinds;

½ slice of bread or equivalent.

(iii) Supplemental food—½ cup of milk or juice, or equivalent quantity of fruit or vegetables; ½ slice of bread or equivalent.

(2) Age 3 up to 6: (i) Breakfast—¾ cup of milk; ½ cup of juice or fruit; ½ slice of bread or equivalent or ½ cup (volume) or ½ ounce (weight), whichever is less, of cereal or an equivalent quantity of both bread and cereal.

(ii) Lunch or supper—¾ cup of milk; 1½ ounces (edible portion as served) of lean meat, poultry, or fish, or 1½ ounces of cheese, or 1 egg, or ⅜ cup of cooked dry beans or peas, or 3 tablespoons of peanut butter; ½ cup of vegetables or fruits or both consisting of two or more kinds; ½ slice of bread or equivalent.

(iii) Supplemental food—½ cup of milk or juice or an equivalent quantity of fruit or vegetable; ½ slice of bread or equivalent.

(3) Age 6 up to 12: (i) Breakfast—1 cup of milk; ½ cup of juice or fruit; 1 slice of bread or equivalent or ¾ cup (volume) or 1 ounce (weight), whichever is less, of cereal or equivalent quantity of both bread and cereal.

(ii) Lunch or supper—1 cup of milk; 2 ounces (edible portion as served) of lean meat, poultry, or fish, or 2 ounces of cheese, or 1 egg, or ½ cup of cooked dry beans or peas, or 4 tablespoons of peanut butter; ¾ cup of vegetables or fruits or both consisting of two or more kinds; 1 slice of bread or equivalent.

(iii) Supplemental food—1 cup of milk or juice or equivalent quantity of fruit or vegetable; 1 slice of bread or equivalent.

(iv) Younger children of this group (age 6 up to 9) may be served lesser quantities of the foods (other than bread and milk) in the above types of meals, provided that the quantities are based on the lesser food needs of such children.

(4) Age 12 and over may be served adult-sized portions based on the greater food needs of older boys and girls.

(e) To improve the nutrition of participating children over 1 year of age additional foods may be served with each meal as follows:

(1) Breakfast: Include as often as practical an egg; or a 1-ounce serving (edible portion as served) of meat, poultry or fish; or 1 ounce of cheese; or 2 tablespoons of peanut butter or an equivalent quantity of any combination of these foods. Additional foods may be served as desired.

(2) Lunch or supper: Additional foods may be served as desired.

(3) Supplemental food: Include as often as practical a serving of meat or alternate such as peanut butter or cheese or other foods needed to satisfy appetites.

(f) For purposes of the requirements outlined in this section a cup means a standard measuring cup.

(g) If emergency conditions prevent an institution normally having a supply of milk from temporarily obtaining delivery thereof, the State agency, or FNSRO where applicable, may approve the service of breakfasts, lunches or suppers without milk during the emergency period.

(h) The inability of an institution to obtain a supply of milk on a continuing basis shall not bar it from participation in the Program. In such cases, the State agency, or FNSRO where applicable, may approve service of meals without milk, provided that an equivalent amount of canned, whole dry or nonfat dry milk is used in the preparation of the components of the meals set forth in paragraphs (b) (1) (2) and (3) of this section.

(i) In American Samoa, Puerto Rico, Guam, the Virgin Islands and the Trust Territory of the Pacific Islands the following variations from the meal requirements are authorized: A serving of a starchy vegetable, such as yams, plantains, sweet potatoes, or a serving of enriched rice or enriched or whole-grain cereal products such as macaroni, dumplings, or noodles may be substituted for the bread requirements.

(j) Substitutions may be made in food listed in paragraphs (c) and (d) of this section if individual participating children are unable, because of medical or other special dietary needs, to consume such foods. Such substitutions shall be made only when supported by a statement from a recognized medical authority which includes recommended alternate foods.

(k) FNS may approve variations in the food components of the meals on an experimental or a continuing basis in any institution where there is evidence that such variations are nutritionally sound and are necessary to meet ethnic, religious, economic, or physical needs.